



DEPARTMENT OF ENVIRONMENTAL RESOURCES  
PERMITS AND REVIEW DIVISION



PLAN SCREENING  
BUILDING REVIEW ONLY  
COMMERCIAL BUILDINGS (NON-RESIDENTIAL)

Project Name \_\_\_\_\_  
Documents Checklist for Application Number \_\_\_\_\_  
Street Address of Worksite \_\_\_\_\_  
Land/Tax Account Number \_\_\_\_\_

**PLAN DISTRIBUTION**

(Legible Plans-Recommend 1/8 or 1/4 Scale on 24" x 30" Sheet)

- Y / N Stormwater concept approval letter
- Y / N Site Plans (1)
- Y / N Maximum Drawing Size – 30" x 42" (not smaller than 18" x 24")
- Y / N Original signature and seal on structural plans (2) to DER (note scale on all plans)
- Y / N Original signature and seal on mechanical plans (2) to DER (note scale on all plans)
- Y / N Original signature and seal on architectural plans (2) to DER (note scale on all plans)
- Y / N Original signature and seal on electrical plans (2) to DER
- Y / N Are there energy conservation calculations included in this package?

**SITE PLAN CHECK**

- |                                   |   |
|-----------------------------------|---|
| Y / N Site plan legend            | Y / N Existing & proposed contours (label with datum) |
| Y / N Disturbed area statement    | Y/N Handicapped parking                               |
| Y / N Limits of disturbance       | Y / N Hydrant location (labeled)                      |
| Y / N Building square footage     | Y / N Building dimensions                             |
| Y / N Sidewalk shown on site plan | Y / N Utility Location                                |
- Y/N Prefabricated buildings (2 copies of shop drawings (all buildings 7 site check items apply))

**BUILDING CHECK**

- |  |                                       |
|--|---------------------------------------|
| Y / N Floor plans for each floor         | Y / N Foundation plan                 |
| Y / N Elevation of each side of building | Y / N Floor framing plan              |
| Y / N Hardware schedule                  | Y / N Roof framing plan               |
| Y / N Door schedule                      | Y / N Structural notes                |
| Y / N Finish schedule                    | Y / N Design soil bearing capacity    |
| Y / N Window schedule                    | Y / N Design live loads               |
| Y / N Reflected ceiling layouts          | Y / N Live load roof $\geq$ 30 p.s.f. |

**FIRE CHECK**

- |     |   |     |                                    |
|-----|---|-----|------------------------------------|
| Y/N | Is the building sprinklered?  | Y/N | HVAC capacity schedule             |
| Y/N | Above ground tank (need variance letter)  | Y/N | Occupancy load calculations        |
| Y/N | Use group classification  | Y/N | Wall details (interior & exterior) |
| Y/N | Construction type   | Y/N | Hood details (if applicable)       |
| Y/N | Does mechanical, architectural and site plan layout match?  |     |                                    |
| Y/N | Stair/ramp and handrails/guardrails detail with side view   |     |                                    |
| Y/N | Fire design evaluation  |     |                                    |
| Y/N | Certifications by the architect of record of his review of the fire design evaluation and implementation of its accept in his design. |     |                                    |
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**ELECTRICAL CHECK**

- |       |  |     |  |
|-------|--|-----|--|
| Y / N | Power riser design or one line diagram | Y/N | Electrical panel(s) location             |
| Y / N | Emergency distribution system          | Y/N | Lighting schedule                        |
| Y / N | Symbols list legend                    | Y/N | Panel(s) schedule                        |
| Y / N | Fire alarm riser diagram               | Y/N | Fire alarm description or notes          |
| Y / N | Annunciator panel location             | Y/N | FACP (fire alarm control panel location) |
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**APPLICANT MUST PROVIDE**

Value of Project \_\_\_\_\_  
Total Area to be disturbed (in areas) \_\_\_\_\_  
Use Group \_\_\_\_\_ Construction Type \_\_\_\_\_ Gross Building Area \_\_\_\_\_ (S.F.)

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**\*FILING FEE\***

New Building	\$ _____
U & O	\$ _____ 15
M-NCPPC	\$ _____ 5
<b>TOTAL</b>	\$ _____

**\*These fees are an approximate. Remainder of permit fees will be set prior to permit issuance.\***

Date Prepared: \_\_\_\_\_  
Time In: \_\_\_\_\_  
Time Out: \_\_\_\_\_

Y/N Plans accepted for application

Plan Screening Checklist Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

